

## DNA REPORT WRITING-NO EXAM

### A. SCOPE

The laboratory report must communicate both the analytical results and the conclusions of the examiner, conveying the essence of the expert testimony in court. The notes and other documentation must support the conclusions of the examiner. Decisions may be made by police officers, attorneys and the courts based on the report alone without examiner clarification, so the report should be able to stand alone. The report must contain the information required in the Laboratory Quality Assurance Manual and the FBI DNA Quality Assurance Audit Document.

Typical casework reporting should follow the recommended reporting statements, as appropriate. It is recognized that not every situation can be represented by these statements and that it may be necessary to modify the statements to accurately reflect the results.

### B. REPORTING STATEMENTS

#### B.1 NO EXAM

**B.1.1 Scenario Example:** The case has already been adjudicated.

**Reporting Statement:** No examination was performed. Based on information provided by CONTACT, this case has already been adjudicated.

**B.1.2 Scenario Example:** The case will not be prosecuted.

**Reporting Statement:** No examination was performed. Based on information provided by CONTACT, this case will not be prosecuted.

**B.1.3 Scenario Example:** No exam on one or multiple items of evidence on submission. Evidence not checked out by analyst.

**Reporting Statement:** Additional items submitted with this laboratory request under WXXXXXXX and WXXXXXXX were not examined.

Or

Additional items submitted with this laboratory request under WXXXXXXXXX were not examined.

Or

Another item submitted with this laboratory request under WXXXXXXXXXX was not examined.

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**B.1.4 Scenario Example:** More information needed- incomplete submission sheet.

**Reporting Statement:** No examination was performed at this time. Should examination be necessary, please provide a phone number and email address where you can be reached along with the following information (pick missing info):

Suspect name (list as unknown if no suspect exists)  
Victim name  
Description of where evidence was collected  
Victim reference sample  
Suspect reference sample (where applicable)  
Case synopsis

**B.1.5 Scenario Example:** Numerous attempts made to find out if non-suspects can be associated with evidence and confirm that analysis is still needed.

**Reporting Statement:** Numerous attempts have been made to contact you to confirm that DNA analysis is still needed on the above listed evidence. Should examination be necessary, please provide a phone number and email address where you can be reached along with a case synopsis.

The National DNA database does not allow DNA profiles from victims. Prior to submitting a DNA profile from evidence to the DNA database it must be compared to any associated victim or non-suspect DNA profiles for elimination purposes. If the victim cannot be associated in any way with the evidence, please submit that information in the case synopsis.

**B.1.6 Scenario Example:** No response from agency regarding sample limits.

**Reporting Statement:** No examination was performed at this time. Due to the volume of DNA requests, we now limit sample analysis on X crimes. You may submit up to X evidentiary samples and X reference samples for analysis.

Numerous attempts have been made to contact you in order to determine which X samples you wish to have analyzed. Should DNA analysis still be needed, please contact the undersigned at your earliest convenience, otherwise, your evidence will be returned in 30 days.

**B.1.7 Scenario Example:** Item swabbed and preserved for future DNA testing as more information needed from agency.

**Reporting Statement:** The above evidence was swabbed for subsequent DNA examination; this swab will be placed in the Washoe County Evidence Section

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under PXXXXX. If DNA examination becomes necessary please reference PXXXXX and submit the following:

Suspect name and reference sample  
Victim name and reference sample  
Description of where evidence was collected  
Case synopsis

The National DNA database does not allow DNA profiles from victims. Prior to submitting a DNA profile from evidence to the DNA database it must be compared to any associated victim or non-suspect DNA profiles for elimination purposes. If the victim cannot be associated in any way with the evidence, please submit that information in a case synopsis.

**B.1.8 Scenario Example:** Stipulation to consume needed.

**Reporting Statement:** No analysis was performed on **EVIDENCE**. If analysis should become necessary, please contact the undersigned regarding evidence consumption.

**B.1.9 Scenario Example:** Missing reference sample from suspect.

**Reporting Statement:** No DNA examination was performed at this time. If examination should become necessary, please re-submit the evidence, along with reference samples from the above listed suspects.

The above listed evidence will be returned to **PLACE**.

**B.1.10 Scenario Example:** Spent casings

**Reporting Statement:** No DNA examination was performed on the casings at this time. Based on previous experience we are unlikely to obtain DNA from spent casings. If you have any question regarding this please contact Dr. Lisa Smyth-Roam at 775.328.2898.

**B.1.11 Scenario Example:** Vandalism, possession of stolen property or controlled substances cases

**Reporting Statement:** No DNA examination was performed at this time. Due to the volume of DNA requests we are no longer accepting **VANDALISM** cases for DNA examination unless extenuating circumstances exist.

If examination becomes necessary in this case please re-submit the above items along with the following:

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a case synopsis explaining the extenuating circumstances  
Suspect name and reference sample  
Victim name and reference sample  
Description of where evidence was collected

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